



University Senate TRANSMITTAL FORM

Senate Document #:	11-12-07
PCC ID #:	N/A
Title:	Amendment to the UMCP Policy for a Student's Medically Necessitated Absence From Class
Presenter:	Martha Nell Smith, Senate Executive Committee
Date of SEC Review:	September 7, 2011
Date of Senate Review:	September 21, 2011
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	The UMCP Policy for a Student's Medically Necessitated Absence from Class was approved by the Senate at its meeting on May 4, 2011 and subsequently by the President on May 10, 2011. In the course of implementing the revised policy, the Office of Legal Affairs suggested that the phrase "a minimum of once per course per semester" in section II. A. 2. of the policy was unnecessary and should be removed.
Relevant Policy # & URL:	http://president.umd.edu/policies/v100g.html
Recommendation:	Amend the current policy to remove "a minimum of once per course per semester" in section II. A. 2.
Committee Work:	On September 7, 2011, the Senate Executive Committee (SEC) reviewed the proposed amendment and voted in favor of sending it forward to the Senate at its meeting on September 21, 2011.
Alternatives:	The language in the policy could remain as it is.
Risks:	The language could appear redundant and possibly confusing to students and instructors.
Financial Implications:	There are no financial costs associated with this change.
Further Approvals Required:	Presidential Approval

V-1.00(G) UMCP POLICY FOR A STUDENT'S MEDICALLY NECESSITATED ABSENCE FROM CLASS

APPROVED BY THE PRESIDENT 1 AUGUST 1991; amended May 10, 2011

I. Policy

The University shall excuse class absences that result from a student's own illness. As explained below, the procedures and the documentation a student is required to provide to the class instructor for the purpose of obtaining an excused absence differ depending on the frequency of the absence.

II. Procedures

A. Medically necessitated excused absence from a single lecture, recitation, or lab per semester.

1. No written excuses or documentation from the Health Center shall be provided for absences from single lecture, recitation, or lab.
2. For a medically necessitated absence from a single lecture, recitation, or lab, students may submit a self-signed note to their instructor. ~~a minimum of once per course per semester~~. Such documentation shall be honored as an excused absence unless the absence coincides with a Major Scheduled Grading Event. The procedure for a medically necessitated excused absence for a Major Scheduled Grading event is set forth below.
3. Any student who wishes to be excused for an absence from a single lecture, recitation, or lab due to a medically necessitated absence shall:
 - a. Make a reasonable attempt to inform the instructor of his/her illness prior to the class; and,
 - b. Upon returning to class, present their instructor with a self-signed note attesting to the date of their illness. Each note must also contain an acknowledgment by the student that the information provided is true and correct. Providing false information to University officials is prohibited under Part 9 (h) of the *Code of Student Conduct* (V-1.00(B) UNIVERSITY OF MARYLAND CODE OF STUDENT CONDUCT) and may result in disciplinary action.

B. Non-consecutive medically necessitated absences from more than a single lecture, recitation, or lab.

1. At the beginning of each semester, the instructor shall establish a written policy for non-consecutive medically necessitated absences beyond a single lecture, recitation, or

lab.

C. Prolonged Absence from Classes and/or Absence from a Major Scheduled Grading Event

1. A prolonged absence is defined as multiple consecutive absences from a course during a semester due to the same illness.
2. "Major Scheduled Grading Events" shall be identified by the instructor in writing at the beginning of each semester.
3. Students who experience a prolonged absence(s), as defined above or an illness during a Major Scheduled Grading Event as identified in writing by the class instructor shall be required to provide written documentation of the illness from the Health Center or from an outside health care provider. In cases where written verification is provided, the Health Center or outside health care provider shall verify dates of treatment and indicate the time frame that the student was unable to meet academic responsibilities. No diagnostic information shall be given.

D. Resolution of Problems

A student who wishes to contest a decision not to grant a medically necessitated excused absence should first try to resolve the issue with the class instructor. If the issue is not resolved with the instructor, the student should seek the advice of the instructor's Department Chair; the Dean's Office of the Department's College; the Health Center Director; or the Department of Disability Support Services (DSS) Director, if the student is registered with the DSS, in order to identify the proper procedure for resolution.